

**TOWN MEETING  
NOVEMBER 13, 2007  
MINUTES  
6:30PM**

Rebecca Mann

List of attendees in minutes book

Lee Collins

Tracey Sampson

Bill Kiessling, Mayor absent

Ernest Shepard, Vice Mayor

Rich Taylor

Jason Allison, Town Attorney absent

Jim Koshmider, Acting Town Administrator

Cristal Jordan, Clerk/Treasurer

**Vice Mayor Ernest Shepard brought the meeting to order at 6:31pm.**

- I                    **APPROVAL OF: Town Meeting Minutes from October 9, 2007.**  
Tracey Sampson made the motion to approve the minutes. Lee Collins 2<sup>nd</sup>.

**Vote                Aye – All in favor  
                      Nay – 0  
                      Motion passes.**

II                    **DEPARTMENT REPORTS:**

- |    |  |                                 |
|----|--|---------------------------------|
| A. | POLICE DEPARTMENT<br>Report attached   | TRACEY SAMPSON<br>SGT BROWNHILL |
| B. | PLANNING & ZONING<br>Report attached   | RICH TAYLOR                     |
| C. | HISTORIC COMMISSION<br>Report attached | TRACEY SAMPSON                  |
| D. | PUBLIC WORKS<br>No report              | BUDDY SHEPARD                   |
| E. | ETHICS/CHARTER<br>Report attached      | REBECCA MANN                    |
| F. | ARCHIVES/HISTORY<br>No report          | LEE COLLINS                     |
| G. | PARKS & RECREATION<br>Report attached  | BARBARA WILKERS                 |

- |    |                                |                                 |
|----|--------------------------------|---------------------------------|
| H. | LEGAL COUNSEL<br>No report     | JASON ALLISON                   |
| I. | TOWN REPORT<br>Report attached | JIM KOSHMIDER<br>CRISTAL JORDAN |

Funk and Bolton presentation given by – Lindsey Rader

**III      PUBLIC COMMENT**  
**See attached**

**IV    ACTION ITEMS**

**1.      Committee Appointments:**

**Board of Appeals Alternate**

No Vote and waiting on response from Jason Allison, Town Attorney

**Historic Commission**

Lee Collins made the motion to appoint Andy Vaughan as a member of the Historic Commission. Tracey Sampson 2<sup>nd</sup>.

**Vote                      Aye – All in favor**  
**Nay – 0**  
**Motion passes.**

**2.      Minutes/Additional Help – Backup – Lee Collins**

Lee Collins made the motion in those instances where the Clerk-Treasurer cannot attend council proceedings, he/she shall be responsible to ensure That a qualified replacement is present to perform such duties as may be required. The Clerk-Treasurer shall have the authority to hire qualified personnel for the sole purpose of recording and transcribing meeting minutes. Such personnel shall be paid on an hourly basis at a rate determined by Council and modified from time to time when necessary. This will include meeting minutes required by the Planning & Zoning Committee and other instances where applicable and required by law. For a starting hourly rate, I am recommending \$16.00 for each hour of meeting time rounded up to the nearest quarter hour. The rate includes transcribing the minutes in a format as requested by the Clerk-treasurer. Rich Taylor 2<sup>nd</sup>.

**Vote                      Aye – All in favor**  
**Nay – 0**  
**Motion passes.**

Rebecca Mann made the motion to ask the Town Attorney, Jason Allison to amend the Town charter section 26-62 Council Clerk. Tracey Sampson 2<sup>nd</sup>.

**Vote**                    **Aye – All in favor**  
                              **Nay – 0**  
                              **Motion passes.**

3.        **Water & Sewer Committee – Rebecca Mann**

Rebecca Mann made the motion to have an active Water/Sewer Committee that is required to meet a minimum of one evening per month. An organizational meeting will be held on November 29<sup>th</sup> at 6:30pm at the Town Hall. The Town Administrator will be Chairman of the Committee. The committee shall have a minimum of 5 members, not including the Chairman. During the organizational meeting the members will determine the schedule for future meetings, chose additional members, and receive a comprehensive status report from the Chairman. Lee Collins 2<sup>nd</sup>.

**Vote**                    **Aye – All in favor**  
                              **Nay – 0**  
                              **Motion passes.**

4.        **Water & Sewer Budget Amendments**

Tracey Sampson made the motion to approve the Water/Sewer budget amendments as presented. Rebecca Mann 2<sup>nd</sup>.

**Vote**                    **Aye – All in favor**  
                              **Nay – 0**  
                              **Motion passes.**

**ADJOURN**

Rich Taylor made the motion to adjourn. Tracey Sampson 2<sup>nd</sup>.

**Vote**                    **Aye – All in favor**  
                              **Nay – 0**  
                              **Motion passes.**

Submitted by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
                              Cristal Jordan, Clerk/Treasurer                    Ernest Shepard, Vice Mayor